

Standard Operating Procedures-Unit Personnel Accountability Report (AAA-162)

1. REFERENCES:

- a. AR 25-400-2, The Army Records Information Management System (ARIMS), dated 18 March 2003
- b. AR 220-1, Unit Status Reporting, dated 15 November 2001
- c. AR 600-8-6, Personnel Accounting and Strength Reporting, dated September 1988
- d. EMILPO Functional Guidance dated 12 December 2003

2. **PURPOSE:** To outline the **basic standard** operating procedures and clarify rules for processing the Unit Personnel Accountability Report (AAA-162). Personnel Service Detachments (PSD) have the responsibility of referring to the regulation for rules and steps at each operating task outside this SOP. This SOP is **not** all-inclusive.

3. **RESPONSIBILITIES:** The responsible agencies for processing the Unit Personnel Accountability Report are: Battalion or Separate Company S1, Personnel Services Battalion or Military Personnel Division (PSD/MPD), and Personnel Automation Section (PAS)

4. GENERAL GUIDANCE:

a. The Unit Personnel Accountability Report is the source and historical document for strength reconciliation. This report lists all soldiers assigned and attached to a specific organization, identifies their present duty status/last duty status, and lists soldiers alphabetically by name.

b. This report is produced in Army Human Resources System (AHRS) Enterprise Datastore at the S1, PSD/MPD, PAS or G1/AG level. In previous versions of this report, a summary listing was included at the bottom of the report. Now, in AHRS Enterprise Datastore, the user must produce the summary separately. The summary totals the soldier count by MPC and duty status of the numbers of assigned and attached. Soldiers attached for training only are not displayed.

c. The commander must authenticate both parts of the AAA-162: the by-name listing and the summary. The AAA-162 contains the following fields:

- (1) ASG/ATT (Assigned or Attached)
- (2) NAME
- (3) SSN
- (4) Rank
- (5) Gain Date
- (6) Loss Date
- (7) Reassigned

- (8) Old Duty Station
- (9) New Duty Station
- (10) Date (effective date of new duty status)

d. Unit historical copies must be produced monthly in conjunction with the Unit Status Reporting (USR) submission. The majority of USRs are turned in on the 15th in accordance with AR 220-1, Table 2. All current changes must be accomplished prior to this date. The PAS and supported units must establish this procedure in their local standard operating procedures (SOP). The S1 and other reporting units must reconcile unit strength and submit required transactions prior to the 15th of each month, or the date of USR submission if different from the 15th. It is vital that the strength reported on USRs match the AAA-162. Do not use off-line or locally produced reports.

e. In addition to the mid-month USR reconciliation, an end-of-month AAA-162 reconciliation is required. If strength problems exist, the PAS should consider requiring weekly reconciliation. S1's (and separate units) will produce the AAA-162 reflecting current unit composition after processing transactions that change unit strength, such as departures, arrivals, attachments, relief from attachments and separations. This End-of-Month report must also be annotated and signed by the company commander of the unit. The PSNCO or unit eMILPO clerk will carry these reports to the PAS monthly at scheduled times.

f. Work Center actions:

(1) PAS: will schedule twice a month reconciliation's (USR & EOM) with S1 PSNCOs or eMILPO clerks, so that reconciliation's are spread uniformly throughout the month.

(2) S1/PSD/MPD/PAS: Produce the AAA-162 Unit Personnel Accountability Report and Summary as required.

(3) S1/Unit eMILPO clerk: Produce one AAA-162 in conjunction with the USR (for units who provide Unit Status Reports), which will be submitted IAW AR 220-1, Table 2-1 (USR AAA-162s will be printed NET 4 calendar days from scheduled USR turn-in). Forward this report to each unit commander. This constitutes the initial phase of producing a copy for historical record.

(4) Unit commander: Review the AAA-162 with the actual unit strength. Reconcile by annotation and authenticate the original copy of the AAA-162. The commander must authenticate both parts of the AAA-162: the by-name listing and the Summary. Each discrepancy must be verified by using appropriate orders.

(5) S1/Unit eMILPO clerk: Compare results of the commander's reconciliation with the unit status summary at the end of the report. If the unit status summary is not correct, the S1 consults with the unit commander and continues research to resolve discrepancies.

(6) S1/Unit eMILPO clerk: Submit required transactions to correct report on eMILPO.

(7) PAS: Meet with S1/Unit eMILPO clerk to perform reconciliation of the report. The PAS analyst researches and resolves outstanding discrepancies on the report to update eMILPO.

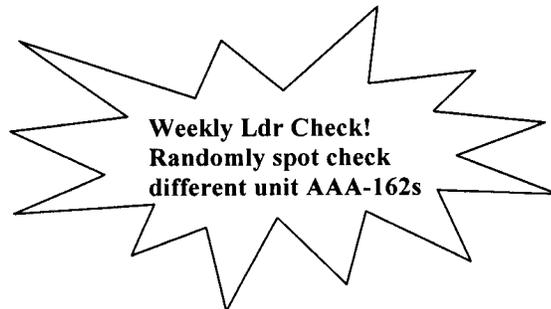
(8) S1/Unit eMILPO clerk: Provide copy of updated report to the unit associated with the UIC.

(9) PAS: Assemble the original of the reconciled AAA-162 for each supported unit. Construct a signed memorandum to be filed with the report. The memorandum will be addressed to the Records Holding Area (RHA) and filed under ARIMS file number 600-8c. This will include the following statement: "The enclosed AAA-162 reports reflect the status of soldiers recorded in the eMILPO database during the course of normal business of (name reporting activity), for the period (day, month, year) through (day, month, year). The AAA-162 provides a list of registered units supported by the PAS section during the period."

(10) PAS. Hold AAA-162 for the current year, and then transfer them, along with the above memorandum, to the Records Holding Area (RHA). The RHA will hold these files for 12 months and then retire them to the National Personnel Records Center (NPRC). The NPRC stores the reports for 75 years and then destroys (See AR 25-400-2.) The Unit Personnel Accountability Report is the source and historical document for strength reconciliation. It is imperative that all units are responsive to the requirements outlined in this paper.

(11) S1/Unit eMILPO clerk: File one copy of the AAA-162 for record under ARIMS File Number 600-8c and retain for the current year, plus 1 year, in an inactive file. The AAA-162 is destroyed at the end of the inactive period.

(12) Units subordinate to the battalion: Destroy old reports upon receipt of new AAA-162 reports.



g. Steps

Step	Work Center	Required Action	Additional Action/Helpful Tips
1	BN S1	Print copy of each company level AAA-162 and AAA-342	
2	BN S1	Review copy of each company level AAA-342 and AAA-162 for duty status. If soldiers are in TRA status and are physically present in unit, log into eMILPO and click on duty status transaction/remove correct duty status of TRA and soldier will appear on the AAA-162.	This will include the header UIC (the AA's) all soldiers will be moved to the appropriate company of assignment. No soldiers will be assigned to the header UIC.
3	BN S1	Identify soldiers who have physically departed each company, line through soldier and on the left side write type of transaction (DPRT) on the right put the departure date and UIC reassigned to. Supply PAS a copy of PCS orders and DA Form 31.	If soldiers should be separated supply PAS with a copy of the orders. If soldier is attached to another unit do not line through soldier on AAA-162, they will appear on two AAA-162's. Do not write in attachments, S1 can do this transaction on the spot.
4	BN S1	Check AAA-162 and AAA-342 for new arrivals, if soldier has not been arrived annotate that arrival at the bottom of the AAA-162 with soldier's name, SSN, grade, and gain date.	Check the duty status of newly arrived soldiers, if soldier is in the battalion AA arrive the soldier to the company. If soldier is still in WHP7AA or hasn't been arrived into theater, supply the PAS with a copy of the soldiers PCS orders and pinpoint orders to forward to 1RC for action.
5	BN S1	After all annotations have been made and all transactions have been submitted, that are authorized at unit level, print off a fresh copy of the AAA-162 and verify that all transactions appear on the new AAA-162.	For transactions that are not authorized at unit level provide source documentation, along with the newly printed AAA-162 with annotations and AAA-342, to the servicing PAS for a complete reconciliation.
6	BN S1	Battalion S1 will have commander certify that AAA-	

		162 is correct for all soldiers assigned and attached. The signature block of the commander will be typed on the AAA-162 and commander or authorized representative will sign.	
7	BN S1	Annotate ETSing soldiers with ETS to the left of the report, highlight the soldier and write the actual ETS date to the right so that you will know when the soldier should drop off of your AAA-162.	
8	BN S1	Print a copy of the AAA-165, check each soldiers duty status on eMILPO. If soldier is TRA, soldier has been departed. Soldier will stay on AAA-165 until the next installation arrives the soldier. Annotate TRA to the right side of each soldier's name. If the soldier is PDY take appropriate documentation to the PAS, i.e., FSTE, IFSTE, confinement orders, medical hold paperwork, so the PAS can forward that documentation to TARO for appropriate action.	
9	PAS	PAS office will accept the AAA-162 with source documentation, research required transactions to ensure accurate information is submitted.	If the BNS1 does not provide source documentation transactions will not be submitted. If PAS is unable to submit transactions, a trouble ticket will be submitted immediately to the eMILPO helpdesk with proper documentation and a description of the error.

10	PAS	Once PAS has submitted all required transactions, print off a new copy of AAA-162 and attach it to the units current AAA-162 to verify that corrections were made. Attach a copy of all source documentation to the back of the AAA-162.	If a transaction can't be submitted for a system error, a trouble ticket needs to be forwarded to the eMILPO Helpdesk with appropriate documentation, a description of the error, and action required.
11	PAS	If transactions are unable to be submitted for any reason, the AAA-162 is not reconciled. Once transactions are done the total numbers of attached and assigned soldiers at the bottom of the AAA-162 need to be lined through and the correct number needs to be annotated for verification on the new copy of the 162.	
	NOTES:	Remember if a departure has been done the soldier will not be on the AAA-162 but TRA on the AAA-342. If the BNS1 says soldier is not in unit, research problem and send a trouble ticket to the helpdesk.	If a soldier has an Inter- Theater Transfer (ITT) 1RC is the only authorized office to perform this action. Orders should state soldier must report to 1RC.

h. Sample AAA-162

Print | Return | Exit

Remaining IUCs: 0



sample
Unit Personnel Accountability Report
AAA-162

12/14/2003

Unit Name: 0001AGREPL CONTRL

IUC: WHP701

ASGN/ ATCH	Name	SSN	Rank	Gain Dt	Loss Dt	Reg Rsn	Old Dty St	New Dty St	Dty St Date
ASG	ALEXANDER LINDA LYNN	[REDACTED]	SFC	20030922			TRA	PDY	20030921
ASG	AMBOSE CAROLA	[REDACTED]	2LT	20021114			TRA	PDY	20031113
ASG	ANDERSON SHANNON SNOW	[REDACTED]	SPC	20021202			TRA	PDY	20021202
ASG	ANDRUS DONALD TODD	[REDACTED]	SFC	20030711			TRA	PDY	20030711
ASG	ARMSTRONG SHAWNE PATRICK	[REDACTED]	CPT	20031117			TRA	PDY	20031117
ASG	AWAD OMAR SAMI	[REDACTED]	PFC	20030909			TRA	PDY	20030902
ASG	BANKS ROBERT LEE	[REDACTED]	SSG	20030825			TRA	CMA	20031029
ASG	BORDERS DANNY	[REDACTED]	SSG	20011218			TRA	PDY	20011228
ASG	BRANTLEY EMEY ELIZABETH	[REDACTED]	SPC	20020626			TRA	PDY	20020626
ASG	CARMEAN JONATHON ROSS	[REDACTED]	SPC	20030128			TRA	PDY	20030128
ASG	COATES DOROTHY MAE	[REDACTED]	SPC	20030421			TRA	PDY	20030421
ASG	DECOTEAU ADAM KYLE	[REDACTED]	PFC	20030307			TRA	PDY	20030307
ASG	DORVILLE DAVID	[REDACTED]	SPC	20020520			TRA	PDY	20020520
ASG	DOVE STEPHEN DEWAYNE	[REDACTED]	PV1	20031023			TRA	PDY	20030820
ASG	FRAZIER LEWIS BERNARD	[REDACTED]	SGT	20031120			TRA	PDY	20031120
ASG	GATES ASHLEY ANITRA LYNN	[REDACTED]	PFC	20030225			TRA	PDY	20030225
ASG	GIBBS TIFFANIE FELISHE	[REDACTED]	PFC	20030819			TRA	PDY	20030818
ASG	GIPSON CRYSTAL RENEE	[REDACTED]	SSG	20030603			TRA	PDY	20030603
ASG	GONZALES PETER FRANCISCO	[REDACTED]	PFC	20031201			TRA	PDY	20031201
ASG	GORDON PERCY MARKARIOUS	[REDACTED]	SPC	20030108			TRA	PDY	20030108
ASG	GUPTON CLAYTON ROBERT	[REDACTED]	SPC	20020904			TRA	PDY	20020904
ASG	HALL LINDA DIANA	[REDACTED]	SSG	20031017				PDY	20031016
ASG	HOSANG YORK	[REDACTED]	SGT	20030225				PDY	20030225
ASG	HUTCHINSON LYNN MARIE	[REDACTED]	CPT	20031126			TRA	PDY	20031125
ASG	JACKSON ANTHONY TREMAYNE	[REDACTED]	SPC	20030117			TRA	PDY	20030117
ASG	JAMES JUANITA L	[REDACTED]	SGT	20030430			TRA	PDY	20030430
ASG	JOHNSON QUINCY DEWAYNE	[REDACTED]	PV1	20031120			TRA	PDY	20031118
ASG	KIM GRACE HEE	[REDACTED]	CPT	20021213			TRA	PDY	20021213
ASG	KIRBY DAVID CHRISTOPHER	[REDACTED]	PV2	20031114			TRA	PDY	20031113
ASG	MARR DAVID LEE	[REDACTED]	CPL	20030225			TRA	PDY	20030225
ASG	MATAUTIA UALESII LIUAFI JR	[REDACTED]	PV2	20031005			TRA	PDY	20031005
ASG	MCLELLAN RICHARD ALLEN	[REDACTED]	SSG	20030214			TRA	PDY	20030214
ASG	MENDOZA SCOTT CHRISTOPHER	[REDACTED]	PFC	20030627			TRA	PDY	20030627
ASG	MOTLEY RHONDA DENEEN	[REDACTED]	SSG	20030821			TRA	PDY	20030821
ASG	NELSON TRACYE CARTER	[REDACTED]	SSG	20020109			TRA	PDY	20020109
ASG	PORTER JOSEPH MICHAEL	[REDACTED]	PV1	20030806			TRA	PDY	20030804

SPRT

20031215
03Y0AA

ETS

20031230

ASG	RAMIREZ MANUEL HUMBERTO JR	[REDACTED]	SGT	20030219			TRA	PDY	20030219
ASG	REED GREGORY DEWAYNE	[REDACTED]	SSG	20020520			CLV	PDY	20020820
ASG	RITTENHOUSE MATTHEW AVRAM	[REDACTED]	PV2	20030513			TRA	PDY	20030513
ASG	ROBINSON JASHONDA SHAREE	[REDACTED]	PFC	20030225			TRA	PDY	20030225
ASG	ROYSDON CHRISTOPHER MICHAEL	[REDACTED]	SPC	20030626			TRA	PDY	20030626
ASG	RUIZ JOE	[REDACTED]	MSG	20031020			TRA	PDY	20030623
ASG	RYU SUN HO	[REDACTED]	SPC	20030312			TRA	PDY	20030312
ASG	SMITH LARRY ANTHONY JR	[REDACTED]	SSG	20020715			TRA	PDY	20020715
ASG	SOTHY PHURIKMONY	[REDACTED]	SSG	20020422			TRA	PDY	20020422
ASG	SPARKS JENNIFER LYNN	[REDACTED]	PV2	20030922			TRA	PDY	20030921
ASG	SYKES WILLIAM JR	[REDACTED]	SGT	20030816			TRA	PDY	20020726
ASG	WILKINS JOHN DARRICK	[REDACTED]	SFC	20030117			TRA	PDY	20030117
ASG	WILLIAMS EBONY	[REDACTED]	PFC	20030225			TRA	PDY	20030225
ASG	WILLIAMS LATONYA DENISE	[REDACTED]	SGT	20030928			TRA	PDY	20030911
ASG	WILLIAMS SAMMIE LEE III	[REDACTED]	SGT	20031015			TRA	PDY	20031011
ASG	WYATT NATHAN MATTHEW	[REDACTED]	SGT	20021230			TRA	PDY	20021230
ASG	YI BO BAE	[REDACTED]	PV1	20031117			TRA	PDY	20031117
ASG	YOON MU WON	[REDACTED]	SPC	20020617			TRA	PDY	20020617

Total number of ATCH personnel: 0
 Total Number of Assigned Enlisted: ~~50~~ 51 ARR - SMITH 001-57-9239 SGT 20031214
 Total Number of Assigned Warrant Officers: 0
 Total Number of Assigned Officers: 3
 Total Number of Attached Enlisted: ~~0~~ 1 ATCH - JONES 002-58-9927 Pfc 20031215
 Total Number of Attached Warrant Officers: 0
 Total Number of Attached Officers: 0
 Total number (Assigned) CONFINED BY MILITARY AUTHORITIES: 1
 Total number (Assigned) PRESENT FOR DUTY: 53

I certify this report reflects the personnel accountability for all soldiers assigned or attached to the unit for months indicated. (Signature required only for month end report)

(CDR or Auth Representative signature)

Total number of personnel for UIC: 54

Privacy Act Data in Accordance With Privacy Act of 1974
 Dispose of this Property